

PRINCIPAL PLANNER

DEFINITION

Under direction, to perform the full range of professional planning assignments in the Planning Division of the County Community Development Department including oversight of specific planning disciplines; participate in planning studies, environmental reviews, permit processing, community design, and general plan preparation; assist with planning policy formulation and implementation; provide supervision and evaluation for other planning staff including project manager for large and complex projects; provide lead direction and training and related work as required.

DISTINGUISHING CHARACTERISTICS

This is the working supervisory level in the professional Planner class series. Incumbents supervise other planning staff, specific planning disciplines, and complex projects. Incumbents perform the full range of planning assignments with minimal supervision.

REPORTS TO

Community Development Director or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

Assistant, Associate, and Senior Planners and Analysts, Planning Commission Secretary, Fiscal and Technical Office Support Supervisor, and Fiscal and Technical Specialists.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Gathers data and information for planning studies and long-range planning policy development; manages and assists with preparation of general plan elements; manages and performs current planning assignments; manages and assists with and prepares project reports; manages and conducts research and performs data analysis; processes applications for property adjustments; may conduct inspections of sites to ensure compliance with General Plan and Zoning Codes; manages and assists with the preparation of and prepares environmental studies; prepares public presentations; manages and participates in the environmental review of proposed projects; manages and assists with the implementation of general plan amendments and specific planning requirements; manages and assists with the revision of planning ordinances; interprets use permits in accordance with applicable ordinances and regulations; performs reviews of site development plans and may prepare and present staff reports for the Planning Commission and the Board of Supervisors; manages and supervises small project teams

or specific planning disciplines such as long-range planning, current planning, or CEQA; prepares or assists with the preparation of maps and graphs; answers public inquiries regarding planning issues, permit procedures, and zoning; may represent the Planning Department on committees; provides staff support and may provide management oversight to local and regional planning advisory committees and certain state mandated and local commissions; supervises, evaluates, and manages subordinate staff; maintains confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environments, often in inclement weather; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and responsibilities of a public planning agency.
- Principles, techniques, and knowledge of land use planning.
- Computer applications related to planning and land use.
- Current trends in land use planning and community design.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.
- Public agency administration.
- Principles of management and supervision, professional development, workplace motivation and teambuilding, and capacity building.
- Personnel policies and procedures.

Ability and willingness to:

- Enforce Federal, State, and local laws, rules, and regulations related to planning and zoning activities.
- Manage and supervise small project teams on complex projects or staff within a specific planning discipline such as long-range planning, current planning, or CEQA.
- Manage and assist with planning studies and environmental reviews.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Manage and assist with and prepare planning and zoning reports.

- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Operate a personal computer and use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Division and the Community Development Department.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Graduation from a four (4) year college or university with major work in planning, or a closely related field, and three (3) years of increasingly responsible experience equivalent to that as a Planner III. Experience equivalent to that of a Planning Technician or a permit technician with a government agency may be substituted for the required education on a year-for-year basis. A graduate degree, certification from the American Institute of Certified Planners (ACIP), or other professional certificate in a related field is highly desirable. Experience in CEQA, staff supervision, and/or project management preferred.

Special Requirements: Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Created 3/99
Updated 1/2022

Salary Range 78